

3 August 1951

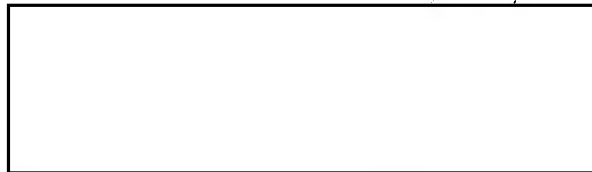
TO : Chief, Real Estate and Construction Division  
Chief, Reproduction Division  
Chief, Transportation Division  
Chief, Building Maintenance and Utilities Division  
Chief, Records, Management and Distribution Branch  
Acting Chief, Machine Records Branch

FROM : Chief, Administrative Services

SUBJECT: Designation of Acting Chief, Administrative Services

STAT 1. Effective 4 August 1951 and during the period of my absence, Mr. [ ] is hereby designated Acting Chief, Administrative Services.

STAT 2. All correspondence and other documents, normally prepared for the signature of the undersigned, will be prepared for the signature of Mr. [ ] as Acting Chief, Administrative Services. Likewise, all actions requiring the approval of the Chief, Administrative Services will be submitted for approval by the Acting Chief, Administrative Services.



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